

Common Formatting Mistakes in CoE Thesis/Dissertation Drafts

1. Using a larger font for headings than regular text. (It's obvious that this PDF has a heading that is in a larger font, but this is not a USF thesis/dissertation.)
2. Using **bold** in regular text or list items. *Only* use bold for Major Headings, 2nd-order headings, or table/figure titles (bolding the latter is not suggested, but allowed).* If you must emphasize words in a paragraph, use italics.
3. Underlining regular text or list items. *Only* underline URL addresses, and 5th- and 6th-order headings.* If you must emphasize words in a paragraph, use italics.
4. Indenting and capitalizing 'where' or other words before equation variables. For example:
Where $x = 2, y = 3, \dots$
Most cases of this occur in a paragraph which includes the equation, so 'where' is *not* the start of a new paragraph or a new sentence. Therefore, do not indent and use lower-case. (This isn't a formatting error, but a grammar error. However, these are at the left margin and are highly noticeable, but easy to fix.)
5. Words or partial sentences at the beginning of paragraphs, such as:*
Experiment 1:
Any incomplete / partial sentence like this is considered a heading and must be numbered and listed in the Table of Contents. You can reformat as a heading, but it's much easier to use full sentences, or use a bullet or numbered list. You can even create a table to describe a series of any items!
6. Using a fancy format (1-1., for example) for heading numbers, table numbers, or figure numbers. While this is allowed, it's unnecessary and difficult to be consistent with. Use the simplest format for these (no punctuation).
7. Centering table/figure *titles*. While allowed, this is unnecessary and centering all lines can be difficult. Align table/figure titles to the left margin.

**Standard math formatting terms - lemma, definition, proof, proposition, theorem, etc. - are exempt from this. Format these as required by your field.*